

CLASS TITLE: FIRE SAFETY TRAINING OFFICER

Class Code: 02763500

Pay Grade: 27A

EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the State Fire Marshal's office in organizing, developing and delivering fire safety educational programs to schools, health care facilities, business and the general public; and to do related work as required.

SUPERVISION RECEIVED: Receives general supervision from the State Fire Marshal with wide latitude for the exercise of initiative and independent judgement; work is subject to review from same.

SUPERVISION EXERCISED: Assigns, coordinates and reviews the work of subordinates.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the head of a department (State Fire Marshal) in organizing, developing and delivering fire safety educational programs to various agencies.

To assist general business organizations and private housing agencies in the development of fire safety and evacuation procedures for their tenants and staff.

To conduct training sessions for the elderly and handicapped population in the State of Rhode Island.

To conduct Fire Safety Training on a state wide basis for Public and Private agencies, e.g. Health Care Facilities, Developmental Disability Facilities, etc.

To prepare Fire Safety Training materials for inclusion in the Newsletter and to assist the State Fire Marshal in producing the Fire Marshal's Newsletter and publications distributed to all public safety officials, members of the General Assembly and news media of Rhode Island.

To direct and coordinate the Juvenile Firesetters Intervention Program, in conjunction with the Family Court, Mental Health and Juvenile Agencies state wide.

To be a member of the Arson Investigative Staff.

To exercise law enforcement powers when required.

To carry firearms and other weapons in the course of and in the performance of required duties.

To interview/investigate juvenile firesetters and to determine the disposition of their cases; to train personnel who work directly with juveniles involved in firesetting.

To maintain records and case histories of all those juveniles referred to the agency for counseling and report back to court on the progress and disposition.

To recruit personnel from colleges, volunteer groups and fire service to participate in educational, restitution and advocacy services of the program, and other duties related to the operation of the Division of the State Fire Marshal.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles, practices and techniques of fire investigation; a working knowledge of state and federal codes and regulations pertaining to fire safety; a working knowledge of and skill in the use of firearms; a working knowledge of the basic rules of legal evidence; the ability to assist in coordinating the work of a staff; the ability to ascertain the cause, origin, and circumstances of fires by means of personal contact, observation, and the examination of records; the ability to prepare written reports; the ability to establish and maintain effective working relationships with fire and police officials and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a responsible position performing and coordinating fire safety training programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS:

Within six months of appointment:

1. Must satisfactorily complete at the Rhode Island State Police Training Academy or other certified police training school an appropriate course of training in Law Enforcement or must have previously completed a comparable course.
2. Must meet the State of Rhode Island qualification requirements to carry weapons used in the performance of duty and must maintain such qualification requirements as a condition of employment.

Class Created: December 19, 1999

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